



**TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE**

TO: Regional Directors
Directors, Local Health Departments
Directors, Independent Local WIC Agencies
Acting Director, Office of Public Health Practice

FROM: Mike Montgomery, Chief {original signed}
Bureau of Nutrition Services

DATE: October 11, 2002

SUBJECT: Tracking Breast Pumps and Sample Formula

During fiscal year 2002, quality assurance monitors identified two areas of program operations that raised concerns regarding proper control and tracking of breast pumps and kits, and proper documentation of sample formula issuance.

Specifically, the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) financial monitors have noted (a) discrepancies between the number of breast pumps and kits on hand or loaned out, and the number documented on the breast pump logs; and (b) discrepancies in the amount of sample formula issued from stock versus the amount noted on the sample formula logs. In some cases, the differences have been significant enough to raise concerns related to fraud and abuse.

Since the costs of breast pumps and kits can add up, the state agency (SA) has begun recouping the cost of lost breast pumps from local agencies (LAs). When breast pumps are lost due to inadequate tracking, not documenting shipments received, not completing breast pump logs, poor controls, and/or no follow up by LAs, the cost of the lost breast pumps will be determined and deducted from the LA's monthly voucher. Breast pump and kit costs will be figured as follows:

Name of Breast Pump/Kit	Price per Pump/Kit
Hollister One-Hand	\$ 8.95
Hollister Multi User	\$ 350.00
Medela Little Hearts Manual	\$ 7.95
Medela Spring Express Manual	\$ 8.45
Purely Yours	\$ 104.00
Hygien Kits	\$ 21.00

To ensure that your staff are following policies and procedures correctly, please review Policies BF:05.0, BF:06.0 and AC:35.0 with them. If you have questions regarding breast pump issuance, please contact Ms. Amanda Hovis at 512-458-7111, ext. 3411.

With regard to sample formula issuance, the SA expects that LAs will have the required controls in place to ensure that sample formula inventory is properly monitored. Please ensure that your staff are using the revised Sample Formula Log distributed on July 9, 2002 with All Project Memo 02-073, and that you train them to follow the procedures outlined in Policy FD:14.0. Misuse of sample formula may result in monetary sanctions.

If you have questions or require additional information, please contact Ms. Ellen Larkin, Bureau of Nutrition Services, at 512-341-4400, ext. 2211.